

INSTRUCTIONS FOR FILING A TEMPORARY USE PERMIT APPLICATION

Submit a completed application form, supplemental information and application filing fee to the Community Development Department, City Hall, 500 Castro Street, Mountain View. If you have any questions regarding the Temporary Use Permit process, please contact the Community Development Department at (650) 903-6306.

Planning staff will initially review the completed application and supplemental information for completeness and route the information to the other departments for review and approval. The application package shall be submitted a minimum of two (2) weeks prior to the event date to allow adequate review and response time. Once all the necessary signatures have been obtained on the permit application, you will be given a copy. Your copy should be available at the event should any City official request to see it.

Supplemental information supporting the application may include the following:

1. A letter including the following information:
 - Set-up and removal dates.
 - Description of the event or use, including date(s) and time(s).
 - Approximate number of people attending and staffing the event.
 - Any additional information regarding special or unusual circumstances associated with the event.
 - Information describing the impacts, if any, of the use/event on adjacent properties and the community.
 - If the use will last for more than thirty-five (35) consecutive days, separate letters signed by the property owners of each abutting property stating their agreement of the use shall be submitted.
2. A dimensioned site plan including the following items:
 - Uses of adjacent properties.
 - The approximate location of where the proposed use is to occur on the site.
 - The size of any proposed tent(s), canopies, temporary membrane structures, trailers, etc.
 - If there is an effect on a parking lot, list the number of spaces affected and where parking will occur. Accessible parking spaces and Fire Department vehicle access may not be obstructed by any temporary use.
 - Streets that are proposed to be closed to the public (if applicable).
 - Location and orientation of the stage if live and/or amplified music will occur. Also, the type of power source: i.e., generator, PG&E, etc.

- Pedestrian travel pathways.
 - Location of safety features such as cones, barricades, etc.
 - Location of on-site fire protection equipment (i.e., hydrants, Fire Department sprinkler connections, etc.).
3. For tents and temporary membrane structures (TMS) exceeding 200 square feet, or canopies exceeding 400 square feet, include the following additional information:
- Number of occupants.
 - Exit and seating plan: Indicate the number and location of exits, as well as exit widths and exit signs; seating arrangement; aisle locations and widths. Indicate type of exit door(s), slider(s) or whether none are intended.
 - Table arrangement plan (if applicable): Indicate number of tables and approximate locations. Do not obstruct exit doors or exit openings with tables, chairs or displays.
 - Number, type, rating and locations of portable fire extinguishers.
 - Type and location of portable heating appliances.
 - The location of "NO SMOKING" signs.
 - The dimensions (in feet) between the tent or canopy and any adjacent structures, property lines, parked vehicles, internal combustion engines or other tents and canopies.
 - The location of any diesel generators. Gasoline-powered generators are prohibited.
 - Engineered tents or canopies requiring more than water barrel-type hold-downs shall require field inspection approval by the Building Inspection Division.
 - Indicate whether food warming (i.e., Sterno) is planned. Cooking is prohibited in tents, canopies and TMS occupied by the public. Candles are prohibited in tents, canopies or TMS occupied by the public.
 - Submit fire-retardant certificates for the tent sidewalls, curtains and tops. Submit copies of fire-retardant treatment certificates for any decorations (including stage drops) and floor coverings (i.e., carpet such as indoor/outdoor carpeting). The use of treated and untreated "turf"-type carpeting is prohibited.
 - Liability insurance information.
 - Lightweight extension cords are prohibited. Heavy-gauge extension cords and SO cords are permitted provided they are grounded and the maximum anticipated amperage does not exceed their listed capacity. Extension cords and/or power taps shall NOT be daisy-chained together. All portable electrical extension devices shall be in good working condition and not in any form of disrepair (broken, frayed insulation, exposed conductors, etc.).
 - Review and comply with the Santa Clara County Standards for Tents, Canopies and Temporary Membranes and/or Santa Clara County Standards for Outdoor Carnivals and Fairs (available on-line at <http://www.unidocs.org>).

CITY OF MOUNTAIN VIEW • COMMUNITY DEVELOPMENT DEPARTMENT

TEMPORARY USE PERMIT APPLICATION

Issuance of a Temporary Use Permit is subject to the conditions and representations shown on the permit application form with attached drawings. Any violation of the conditions or representations set forth and/or made herein may result in the immediate suspension or revocation of this permit.

1. Date of application:_____
2. Description of proposed use:_____
Address or location of proposed use:_____
3. Starting date of requested use:_____
Ending date of requested use:_____
Hours of operation:_____
Proposed date/time of Fire Department inspection:_____
4. Date the proposed use will be cleared from site or building:_____
5. Operator of proposed use:_____
6. Address and phone number of operator:_____

7. Items to be sold (if any):_____
8. Electric power pole permit number:_____
9. Date utilities to be removed:_____
10. Applicant's signature:_____ Date:_____
11. Applicant's name/address:_____

12. Phone number:_____ E-mail address:_____
13. Signature of property owner approving proposed use of site or building:

(Print name here) (Sign name here)
14. Address and phone number of property owner approving proposed use:_____

**APPROVALS MUST BE OBTAINED FROM THE DEPARTMENTS NOTED ON THE
BACK PAGE OF THIS APPLICATION**

CITY OF MOUNTAIN VIEW • COMMUNITY DEVELOPMENT DEPARTMENT

TEMPORARY USE PERMIT APPLICATION

☐ Code Enforcement Division

Signature of Code Enforcement Officer

Date

☐ Fire Department

Signature of Fire Department Official

Date

☐ Police Department

Signature of Police Department Official

Date

☐ Building Inspection Division

Signature of Building Official (or designee)

Date

Building Inspection Division release is subject to issuance of required permits and satisfactory completion of all required inspections. For information, call (650) 903-6313.

☐ Planning Division

Signature of Zoning Administrator (or designee)

Date

FOR STAFF USE ONLY

Application No: _____

Issued By/Date: _____

Date Permit Expires: _____

Planning Fee (Account No. 213215-42707 PLTUP): _____ Receipt Number: _____

Fire Department Fee (Account No. 265510-42706): _____

Code Enforcement Fee (Account No. 030551-42706): _____

Police Department Fee (Account No. 270918-42706): _____